

## Office of State Procurement Material Master Policy

The **Material Master** is a database in SAP consisting of descriptions of products and services listed under specific titles. This database creates a record of the procurement and financial activity that can be used in both reporting and analysis. There are two major elements of the **Material Master**:

1. **Material groups** (titles or headings)
2. **Materials** (descriptions of products and services)

**Material groups** are titles or headings under which collections of products and/or services with similar characteristics are listed.

**Materials** are the descriptions of commodities and services that are included under **material groups**. The first step in the procurement process begins with the entering of a **material** in the Arkansas Administrative State Information System (AASIS). Each material is assigned a number in AASIS that is random and system generated. The material number has no logic or meaning. It is therefore necessary that there be logic in the material description.

The following guidelines are used to enter all materials into AASIS.

### MATERIAL DESCRIPTION

The creation of new materials in AASIS first requires, entering a description of the product or service in the short text data field. The short text field is limited to a total of 40 characters. If more characters are needed, there are an additional 60 character spaces available in the long text data field. The long text is intended to be used as an extension of the short text and should only be used when an expanded definition is necessary.

Material descriptions should be developed using the following guidelines:

1. Do use commas to separate descriptive elements
2. Do use decimals instead of fractions
  - Use a preceding zero with single-digit whole numbers so that 01.00 comes before 10.00 and
  - Use the same number of places for the fractional amount
  - However, fractions can be used where applicable; example: plumbing parts
3. Do verify spelling
4. Do use the singular form of the noun except in cases where the noun is normally expressed as a plural
5. Do use the following order for **adjectives**: size, then color

6. Do use the standardized list of abbreviations for adjectives
7. Do use capitalized alpha characters throughout the description
8. Do use describe how this material will be used
9. Do not include units of measure **in** the description
10. Do not include agency specific acronyms (DHS; DOC; ADH)
11. Do not use the term “miscellaneous” in the description
12. Do not include vendor specific brand names and/or manufacturer numbers
13. Do not use spaces after commas
14. Do not abbreviate nouns

The material description should be entered in the short text in the following style:  
**PROPERNOUN,NOUN,ADJECTIVES**

See examples and abbreviations in the Materials tutorial at  
[http://www.arkansas.gov/dfa/procurement/ppt/matmastut\\_031504.ppt](http://www.arkansas.gov/dfa/procurement/ppt/matmastut_031504.ppt).

If you experience problems with material master information please email [AASIS-OSP@dfa.state.ar.us](mailto:AASIS-OSP@dfa.state.ar.us) or call 501-324-9316